

## TALKING PAPER

### ON

#### ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- The purpose of this paper is to familiarize administrative assistants with their selection board duties and provide guidance and information on their responsibilities. **FAILURE TO COMPLY COULD RESULT IN REMOVAL FROM DUTIES AND CURTAILMENT OF TDY**
- First Day
  - Plan to arrive **no later than 0645 on the first day of the board** (usually Monday) to receive training from the primary recorder
  - Uniform of the day is any blue uniform combination
  - You will be introduced and sworn in with the permanent party staff
  - Prior to the start of the board, the Chief, Selection Board Secretariat will visit with all admin assistants. The Control Room NCOIC will then brief you on your duties -- the panels you will be assisting will be assigned at that time
- Duties during the board
  - Duty Hours: Chief, Selection Board Secretariat and the Board President will set your duty hours. You **must check** with the Primary Recorder before leaving for lunch and departing for the evening
  - Distribute records to panel members using the records control sheet attached to the top of the records cart - keep control sheet current and accurate
  - **Do not participate or comment on any board member discussion** – observe, listen and provide assistance when asked to clarify administrative questions. Do not give your personal opinions! Remain with your panel unless assisting another admin assistant
  - Collect ballots – ensure score on ballot is legible
  - Take each completed stack of records and ballots immediately to the control room – **Do not hang out in the control room**, simply deposit the records and ballots and return to your panel
  - If a board member identifies a discrepancy – know what to do
    - Fill out “Missing/Erroneous Data in Selection Folder” discrepancy letter
    - Immediately pass to a recorder for disposition
    - Missing information or information requested will be passed to you as soon as received or will be saved for New Documents processing
    - Start a log to annotate missing or erroneous information to ensure we get the information to the board members
- At least one recorder will be present in the boardroom at all times

- When splits are ready to be resolved, it is mandatory that you notify the recorder
- Do not let the panel chief and members know there are splits to be resolved until you have verified that a recorder is available to monitor the split discussion
- A recorder will talk the panel chief and members through the set of splits
- Do not hand out the records until all panel members are present and a recorder is there to monitor the split discussion
- **Don't hover or participate in discussion** – stand back from the panel and be ready to collect records as they finish splits
- **Lunch Breaks**
  - Coordinate lunch breaks with the other administrative assistants
  - Alternate lunch breaks to ensure an administrative assistant is on duty to assist your panel
  - Board members break whenever they desire – they do not break for our convenience
- **Good Admin Assistant Hints**
  - Be alert and responsive – give 100% attention to your panel
  - Check with recorders or control room technicians when you need help
  - Always inform the recorder about anything you are unsure about
  - After a board member scores a stack of records, check to ensure records are in sequence before returning to the cart – *don't read the record or write down interesting comments*
  - *Board Member comments remain in the board room – Deliberative process is protected by law and is not releasable outside the board room*
  - Use the "crew concept" during the board – help others where necessary
  - Your immediate supervisor is the Primary Recorder **"Regardless of Rank"**
- **End of day duties**
  - Ensure tables/chairs and materials left on table are neatly arranged
  - Ensure pencils are sharpened and replenish any necessary supplies
  - Remove any trash and take coffee cups to sink
- **Some Don'ts**
  - Don't speak loudly or carry on long conversations with other admin assistants
  - Don't guess at the answer to a question – **Ask for Help**
  - Don't work your in box while you are here – focus attention on your panel

-- Don't park in the Reserved Parking area – it is for board members only

-- **Do not look through, read, or write down comments from the records – you are not a board member  
– remember the consequences could be removal from duties and curtailment of TDY**

- Miscellaneous

-- Coffee and snacks are available in the lounge for the week – fee is \$10

-- **Visitors are not allowed in the boardroom – make arrangements to meet them outside the Selection Board Secretariat**

-- There is usually a board social the first night to which admin assistants are invited. We need to know when you confirm your reservations with Protocol if you plan to attend

-- Once the board is over you must check out with the Primary Recorder. We have a briefing to give you and also signature sheets that accompany the board report to sign

**CERTIFICATION:** I have read the above boardroom duties and responsibilities. I understand the unique nature of this duty and the necessary requirement for error-free results.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (First, MI, Last)

\_\_\_\_\_  
“Go By Name”

\_\_\_\_\_  
Duty phone (DSN)

\_\_\_\_\_  
Rank/Name/Military Address of  
Commander